

**PRISM Registration / Counseling & Guidance Procedure
(as of 08-24-06)**

1. Register with the guard on the first floor entrance.
 - He will ask to see your passport and what you're there for - tell him for the counseling.
2. Go up to 2nd floor and go to the reception counter.
 - You will need to show the original and photocopies of your passport and NBI clearance.
 - They say that you need your BC also and another ID, but I didn't need it. No harm in bringing them though.
 - If you are going before your interview, just tell them that you don't have your visa yet.
 - You will be given a form to fill up if you haven't downloaded it yet.
3. Go to room 1 (I can't remember the numbering of their room so I just numbered them 1-3).
 - Get your photo taken.
 - Pay the fee.
 - Fill up the forms.
 - Return the form to ladies at the reception counter and they will tell you if you can proceed to the AV room.
4. Go to room 2 (Audio-visual room) for a short introduction and film viewing.
5. Go to room 3 for group counseling and then everybody will be asked to wait back in room 2 until they are called for the one-on-one interview.
 - If you only put your fiance's cell phone number in the form, she will ask you to provide another phone number, either a home phone or a business phone.
 - You might like to bring pictures with you. She asked me for pictures, good thing I brought some.
6. After your one-on-one interview, go back to room 2 again and wait for your **Certificate of Attendance**. You will need to show this when you get your CFO sticker.

PRISM Layout

